DTE

Direct Second Year Engineering Admission

USER MANUAL FOR CANDIDATE

TABLE OF CONTENTS

INTRODUCTION 3
STEPS (OVERVIEW) 3
IMP INSTRUCTIONS 3
HOMEPAGE AND LOGINS 4
LOGIN 5
VARIOUS LEFT LINKS 6
BASIC INFORMATION PAGE 7
TYPE OF CANDIDATURE 8
TYPE DECISION 9
CATEGORY DETAILS 10
QUALIFICATION DETAILS 12
PERSONAL DETAILS 14
PHOTO UPLOAD 16
RECEIPT DETAILS 19
PRINTABLE APPLICATION FORM 19
SYSTEM REQUIREMENTS 21
ENABLING JAVASCRIPT ON YOUR BROWSER 21
FOR BEST RESULTS VIEWING THE WEBSITE 21

DSE

INTRODUCTION

The purpose of Direct Second Year Engineering Admission Framework is to allow candidates to do the complete admission process online with least paper work and maximum accuracy. It is built to provide easy, convenient, efficient and reliable access to students for admissions.

Aspiring candidates are required to fill in the online application form, take the printout and submit the duly signed form in person, along with the required supporting documents, for confirmation at the ARC.

Candidates should produce original documents for verification and collect receipt-cum-acknowledgement, signed by the ARC officer. The merit list of eligible candidates for CAP will be displayed on the website as per the schedule.

There will be three rounds of CAP; the first two rounds wherein eligible candidates will fill separate online option forms for respective rounds and the third round will be conducted by way of counseling only for the Maharashtra state candidates.

Once candidate is allotted an institute, he has to report to the allotted institute for admission. According to the preference number allotted to candidate, the candidate can either report to institute or is eligible (according to allotted preference number) for next CAP round as per the note mentioned in allotment print. Reporting to institute as per allotment will be held at institute level according to the schedule mentioned on the site.

STEPS (OVERVIEW)

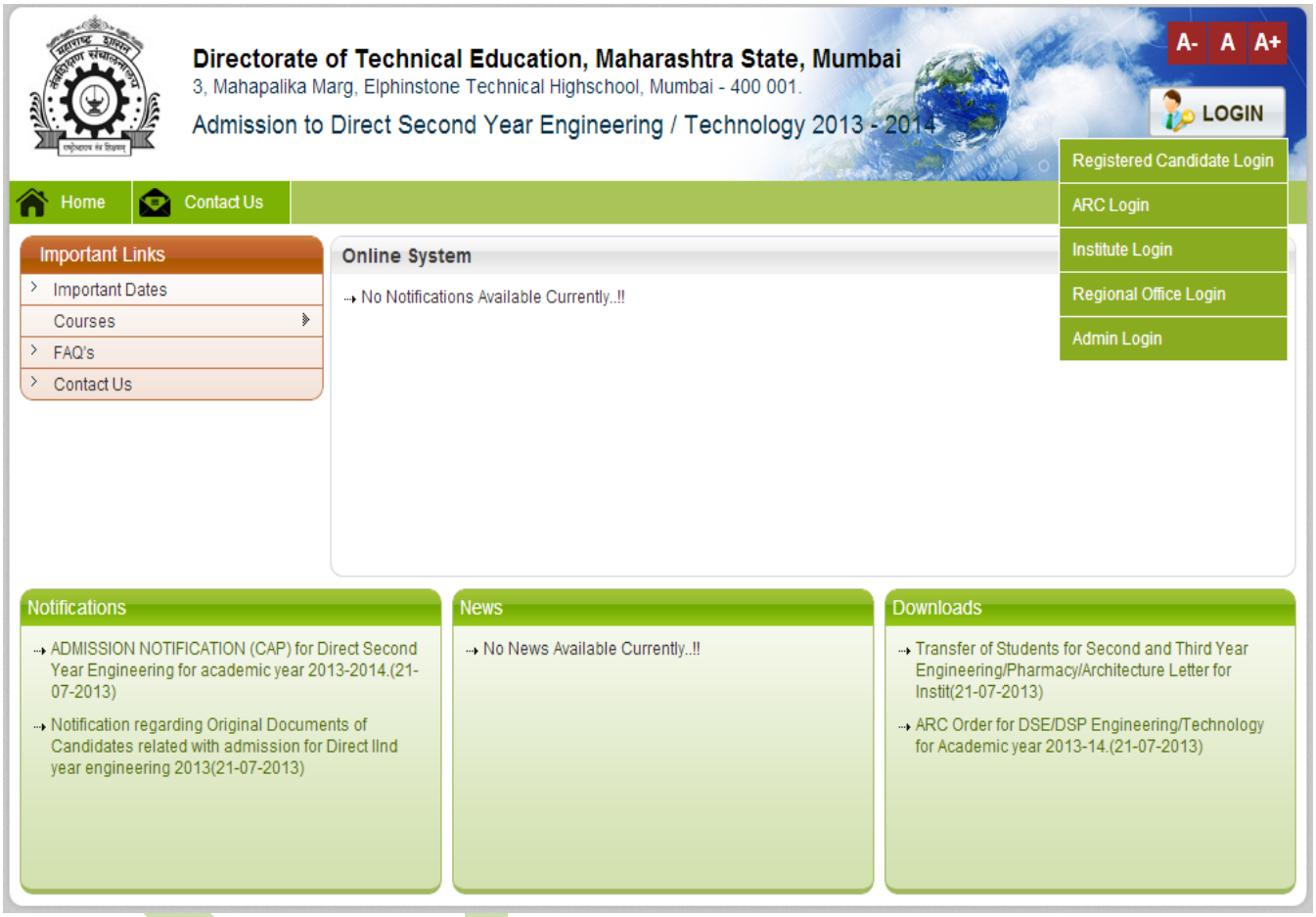
1. Candidate purchases the Application Kit from ARC.
2. Candidate logs in the system to fill the application form.
3. Candidate takes the print out of application form and submits it to ARC Centers with the required supporting documents.
4. Candidate is confirmed by ARC after verification of documents.
5. Provisional merit list of all eligible and confirmed candidates will be displayed.
6. Final merit list of all eligible and confirmed candidates will be displayed.

IMP Instructions

1. Enable JavaScript on your browser before you start using the web portal. The instructions how to enable JavaScript on any browser are given at the end of this user manual.
2. Read the important instructions on each page before you proceed doing the process.
3. Read the latest news on the home page.

Homepage and Logins

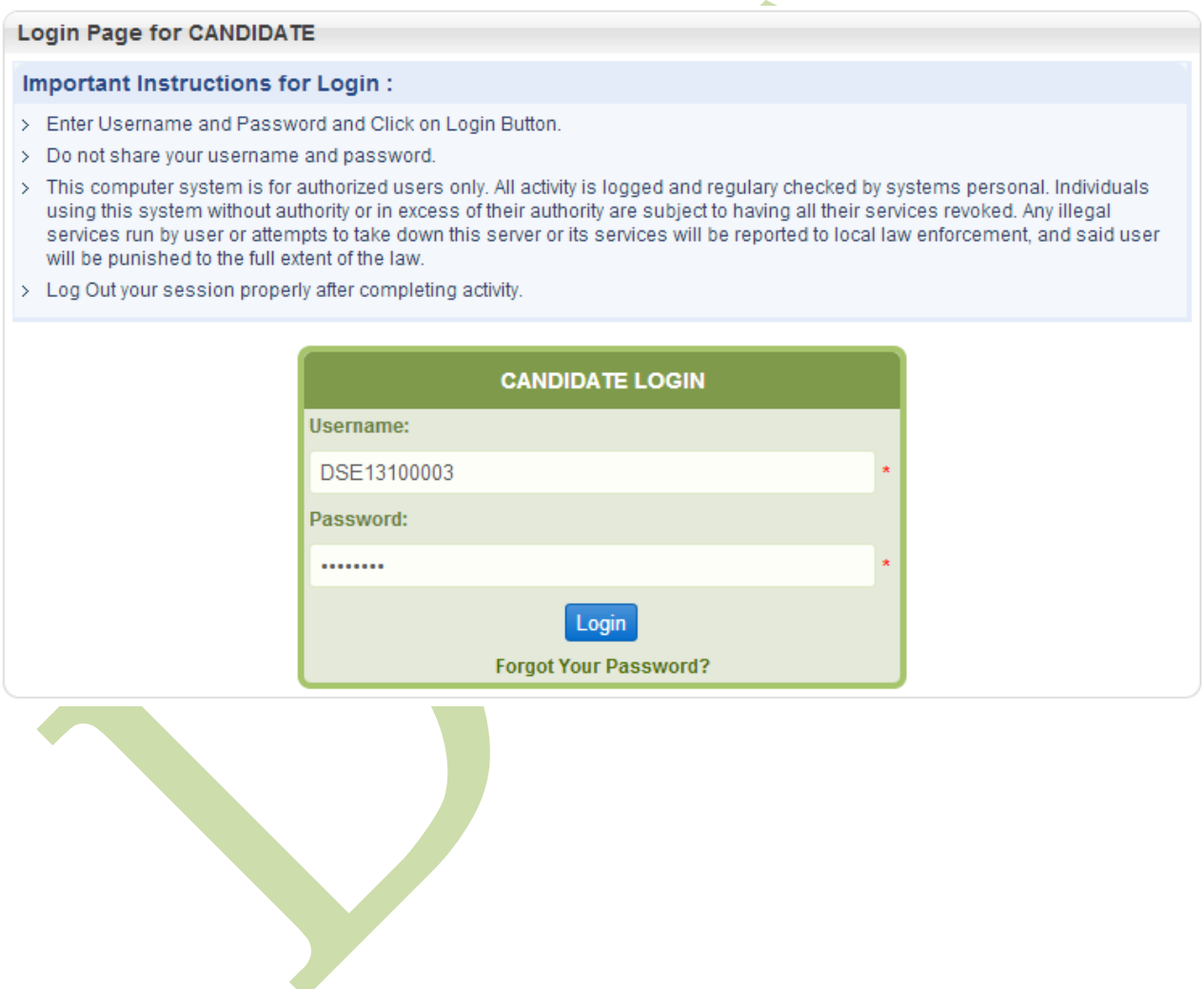
- The homepage is as shown in the figure below.


Directorate of Technical Education, Maharashtra State, Mumbai
3, Mahapalika Marg, Elphinstone Technical Highschool, Mumbai - 400 001.
Admission to Direct Second Year Engineering / Technology 2013 - 2014
A- A A+
LOGIN
Registered Candidate Login
ARC Login
Institute Login
Regional Office Login
Admin Login
Home
Contact Us
Important Links
Important Dates
Courses
FAQ's
Contact Us
Online System
No Notifications Available Currently..!!
Notifications
ADMISSION NOTIFICATION (CAP) for Direct Second Year Engineering for academic year 2013-2014.(21-07-2013)
Notification regarding Original Documents of Candidates related with admission for Direct IInd year engineering 2013(21-07-2013)
News
No News Available Currently..!!
Downloads
Transfer of Students for Second and Third Year Engineering/Pharmacy/Architecture Letter for Instit(21-07-2013)
ARC Order for DSE/DSP Engineering/Technology for Academic year 2013-14.(21-07-2013)

- The latest news is displayed on the homepage.
- So one is expected to keep oneself updated with the latest news
- There are notifications and downloads are which has all the notification and files which are downloadable.
- Important dates link has the complete schedule
- Application Fee link has the fee details
- List of ARCs
- The eligibility link has eligibility criteria for candidates in details
- The documents required link has all the documents required for candidates according to their admission types
- FAQs has all the frequently asked questions

LOGIN

1. Go to the login button and click on the link Registered Candidate Login
2. Enter your application kit ID provided to you by ARC
3. Enter the password
4. Press the login button


Login Page for CANDIDATE
Important Instructions for Login :
Enter Username and Password and Click on Login Button.
Do not share your username and password.
This computer system is for authorized users only. All activity is logged and regulary checked by systems personal. Individuals using this system without authority or in excess of their authority are subject to having all their services revoked. Any illegal services run by user or attempts to take down this server or its services will be reported to local law enforcement, and said user will be punished to the full extent of the law.
Log Out your session properly after completing activity.
CANDIDATE LOGIN
Username:
DSE13100003
Password:
Login
Forgot Your Password?

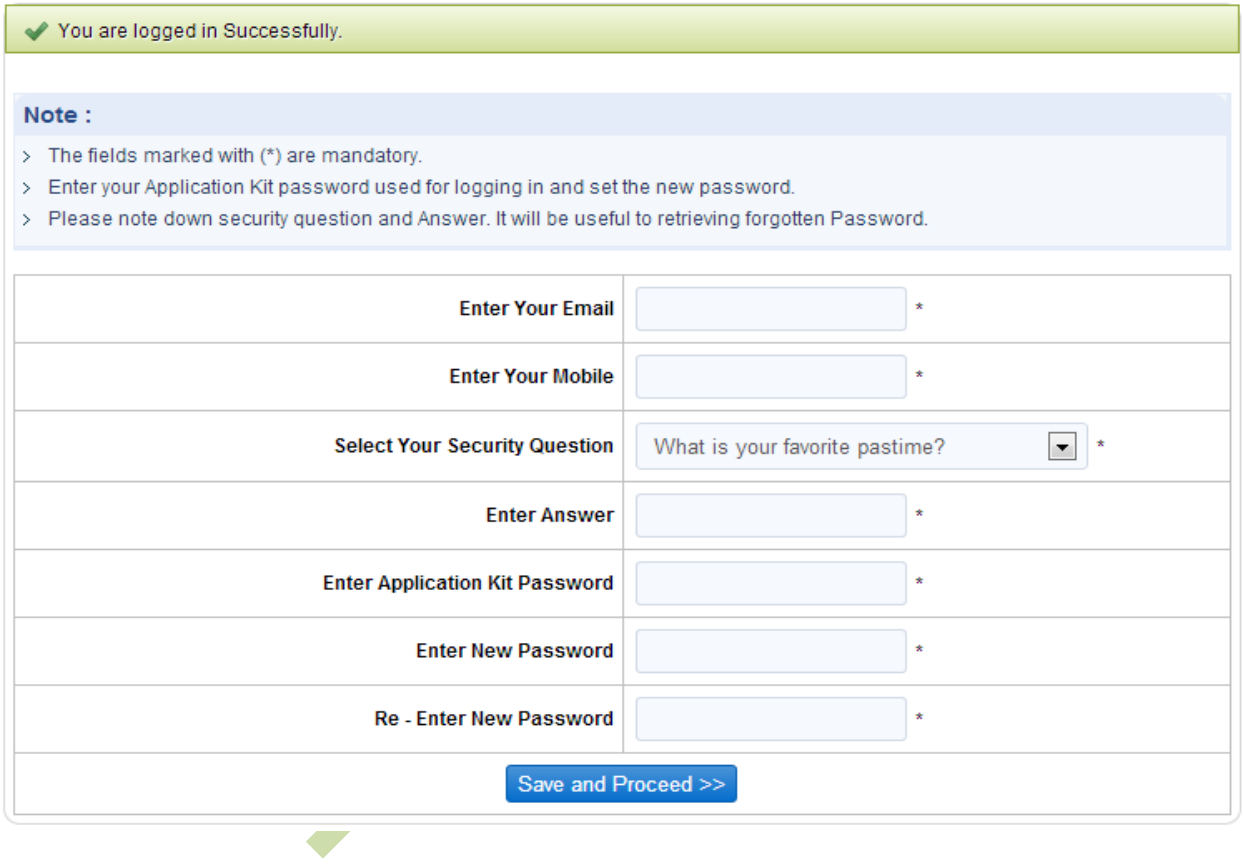
VARIOUS LEFT LINKS

1. As shown in the below image, candidate has to fill all the details of him as per the left links appear after each step.
2. Finally after all the information is filled, printable application form is available.

3. There is message box link from where candidates can send messages to admin, see the inbox, view sent messages, reply to message, etc.
4. By using the links Change Password, Change Security Question and Change Contact Details candidate can change self password, security question & answer, contact details respectively.

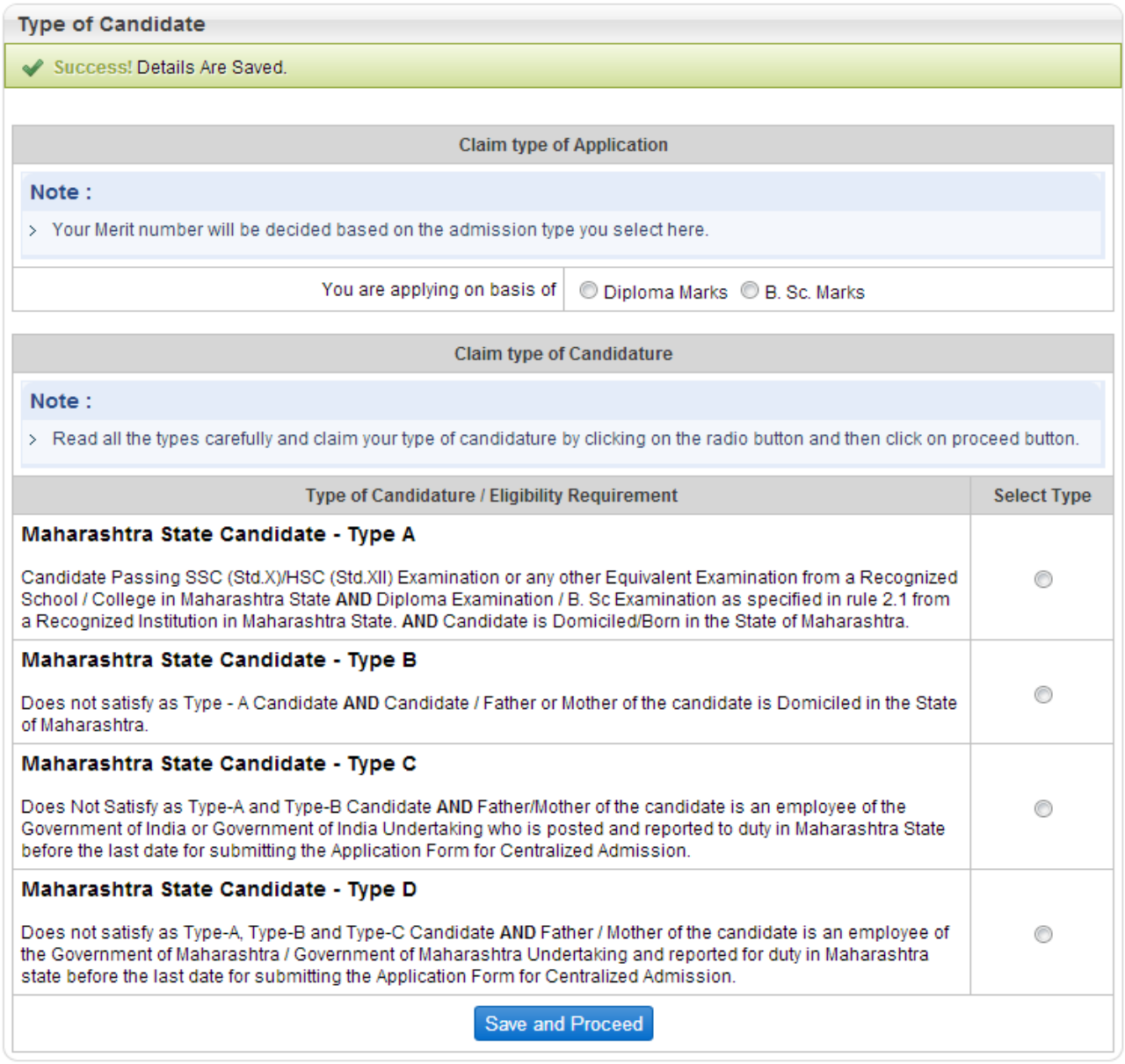
BASIC INFORMATION PAGE

1. On this page candidate is supposed to enter the basic contact information and password information.
2. Enter the email
3. Enter mobile number
4. Select the security question and enter answer
5. Enter new password
6. Re-Enter new password
7. Note down the security question and answer as it is useful in case password is forgotten.


You are logged in Successfully.
Note :
The fields marked with (*) are mandatory.
Enter your Application Kit password used for logging in and set the new password.
Please note down security question and Answer. It will be useful to retrieving forgotten Password.
Enter Your Email
Enter Your Mobile
Select Your Security Question
What is your favorite pastime?
Enter Answer
Enter Application Kit Password
Enter New Password
Re - Enter New Password
Save and Proceed >>

TYPE OF CANDIDATURE

1. On this page you are supposed to claim the type of candidature and select your qualification.
2. Read all the various candidature in details and then select the type of candidature.



Type of Candidate

Success! Details Are Saved.

Claim type of Application

Note :

> Your Merit number will be decided based on the admission type you select here.

You are applying on basis of ○ Diploma Marks ○ B. Sc. Marks

Claim type of Candidature

Note :

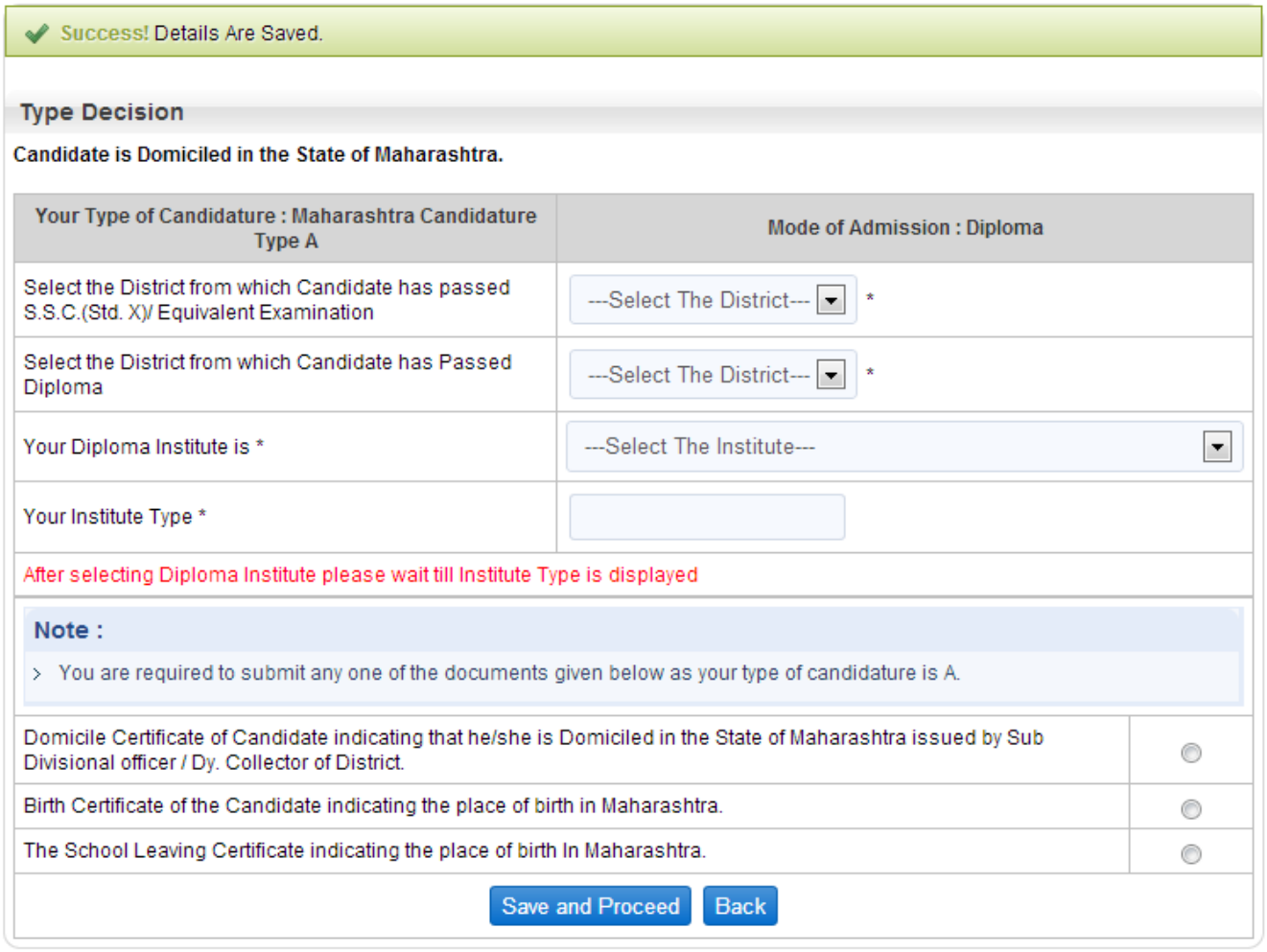
> Read all the types carefully and claim your type of candidature by clicking on the radio button and then click on proceed button.

Type of Candidature / Eligibility Requirement	Select Type
Maharashtra State Candidate - Type A Candidate Passing SSC (Std.X)/HSC (Std.XII) Examination or any other Equivalent Examination from a Recognized School / College in Maharashtra State **AND** Diploma Examination / B. Sc Examination as specified in rule 2.1 from a Recognized Institution in Maharashtra State. **AND** Candidate is Domiciled/Born in the State of Maharashtra.	○
Maharashtra State Candidate - Type B Does not satisfy as Type - A Candidate **AND** Candidate / Father or Mother of the candidate is Domiciled in the State of Maharashtra.	○
Maharashtra State Candidate - Type C Does Not Satisfy as Type-A and Type-B Candidate **AND** Father/Mother of the candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for Centralized Admission.	○
Maharashtra State Candidate - Type D Does not satisfy as Type-A, Type-B and Type-C Candidate **AND** Father / Mother of the candidate is an employee of the Government of Maharashtra / Government of Maharashtra Undertaking and reported for duty in Maharashtra state before the last date for submitting the Application Form for Centralized Admission.	○

Save and Proceed

TYPE DECISION

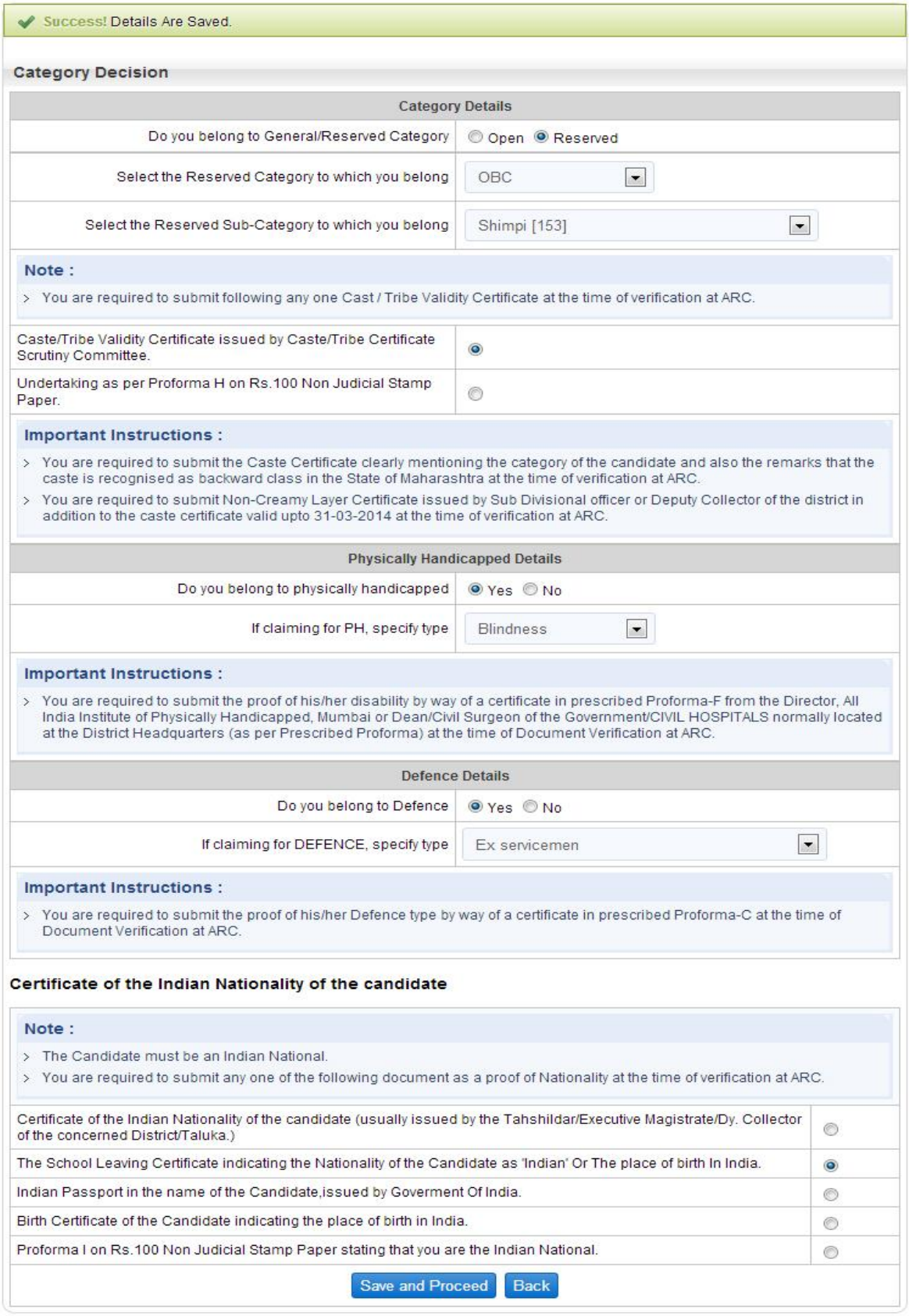
1. On this page you are supposed to select the type details according to previously selected Type of candidature
2. If type is A, you have to select the following:
    a. District from where candidate has passed SSC
    b. District from where candidate has passed Qualifying examination
    c. Document as a proof of type A candidature
3. If you belong to Type B, Type C or Type D, you have to select the following:
    a. Whose domicile you are going to submit at ARC
    b. Which district is the Father or Mother or Candidate domiciled to.


Success! Details Are Saved.
Type Decision
Candidate is Domiciled in the State of Maharashtra.
Your Type of Candidature : Maharashtra Candidature Type A
Mode of Admission : Diploma
Select the District from which Candidate has passed S.S.C.(Std. X)/ Equivalent Examination
---Select The District---
Select the District from which Candidate has Passed Diploma
---Select The District---
Your Diploma Institute is *
---Select The Institute---
Your Institute Type *
After selecting Diploma Institute please wait till Institute Type is displayed
Note :
You are required to submit any one of the documents given below as your type of candidature is A.
Domicile Certificate of Candidate indicating that he/she is Domiciled in the State of Maharashtra issued by Sub Divisional officer / Dy. Collector of District.
Birth Certificate of the Candidate indicating the place of birth in Maharashtra.
The School Leaving Certificate indicating the place of birth In Maharashtra.
Save and Proceed
Back

CATEGORY DETAILS

1. On this page you are supposed to enter your category details
2. Select whether you belong to open category or reserved category
3. If you belong to reserved category, select category name and sub category name
4. Also select whether you have Caste / Tribe Validity Certificate
5. Select whether you belong to physically handicapped category, If yes select the name
6. Select whether you belong to defence category, If yes select the name
7. Accordingly documents will be added to be verified at ARC
8. Select any one nationality document that you can submit at verification

DSE



Success! Details Are Saved.

Category Decision

Category Details	
Do you belong to General/Reserved Category	Open / Reserved
Select the Reserved Category to which you belong	OBC
Select the Reserved Sub-Category to which you belong	Shimpi [153]

Note :

- You are required to submit following any one Cast / Tribe Validity Certificate at the time of verification at ARC.

Caste/Tribe Validity Certificate issued by Caste/Tribe Certificate Scrutiny Committee.	◉
Undertaking as per Proforma H on Rs.100 Non Judicial Stamp Paper.	○

Important Instructions :

- You are required to submit the Caste Certificate clearly mentioning the category of the candidate and also the remarks that the caste is recognised as backward class in the State of Maharashtra at the time of verification at ARC.
- You are required to submit Non-Creamy Layer Certificate issued by Sub Divisional officer or Deputy Collector of the district in addition to the caste certificate valid upto 31-03-2014 at the time of verification at ARC.

Physically Handicapped Details	
Do you belong to physically handicapped	Yes / No
If claiming for PH, specify type	Blindness

Important Instructions :

- You are required to submit the proof of his/her disability by way of a certificate in prescribed Proforma-F from the Director, All India Institute of Physically Handicapped, Mumbai or Dean/Civil Surgeon of the Government/CIVIL HOSPITALS normally located at the District Headquarters (as per Prescribed Proforma) at the time of Document Verification at ARC.

Defence Details	
Do you belong to Defence	Yes / No
If claiming for DEFENCE, specify type	Ex servicemen

Important Instructions :

- You are required to submit the proof of his/her Defence type by way of a certificate in prescribed Proforma-C at the time of Document Verification at ARC.

Certificate of the Indian Nationality of the candidate

Note :

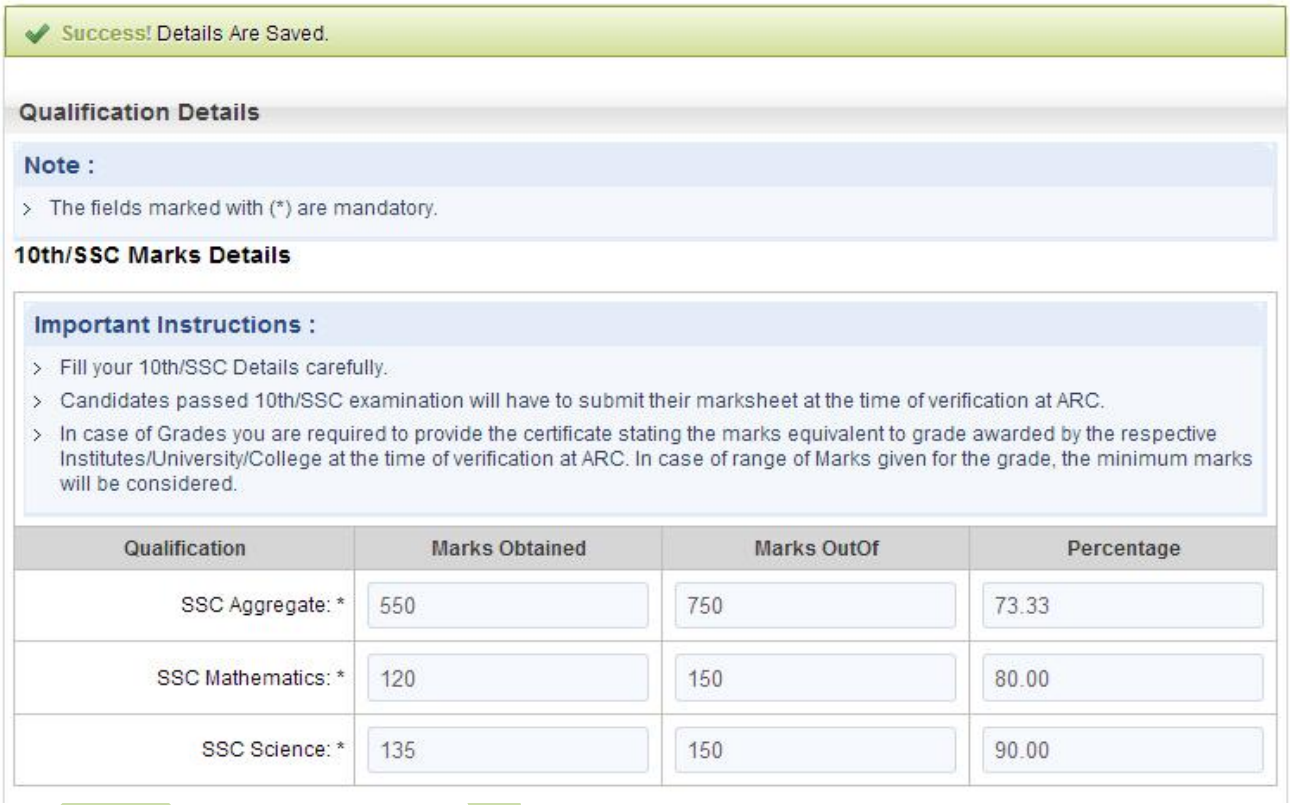
- The Candidate must be an Indian National.
- You are required to submit any one of the following document as a proof of Nationality at the time of verification at ARC.

Certificate of the Indian Nationality of the candidate (usually issued by the Tahshildar/Executive Magistrate/Dy. Collector of the concerned District/Taluka.)	○
The School Leaving Certificate indicating the Nationality of the Candidate as 'Indian' Or The place of birth In India.	◉
Indian Passport in the name of the Candidate,issued by Goverment Of India.	○
Birth Certificate of the Candidate indicating the place of birth in India.	○
Proforma I on Rs.100 Non Judicial Stamp Paper stating that you are the Indian National.	○

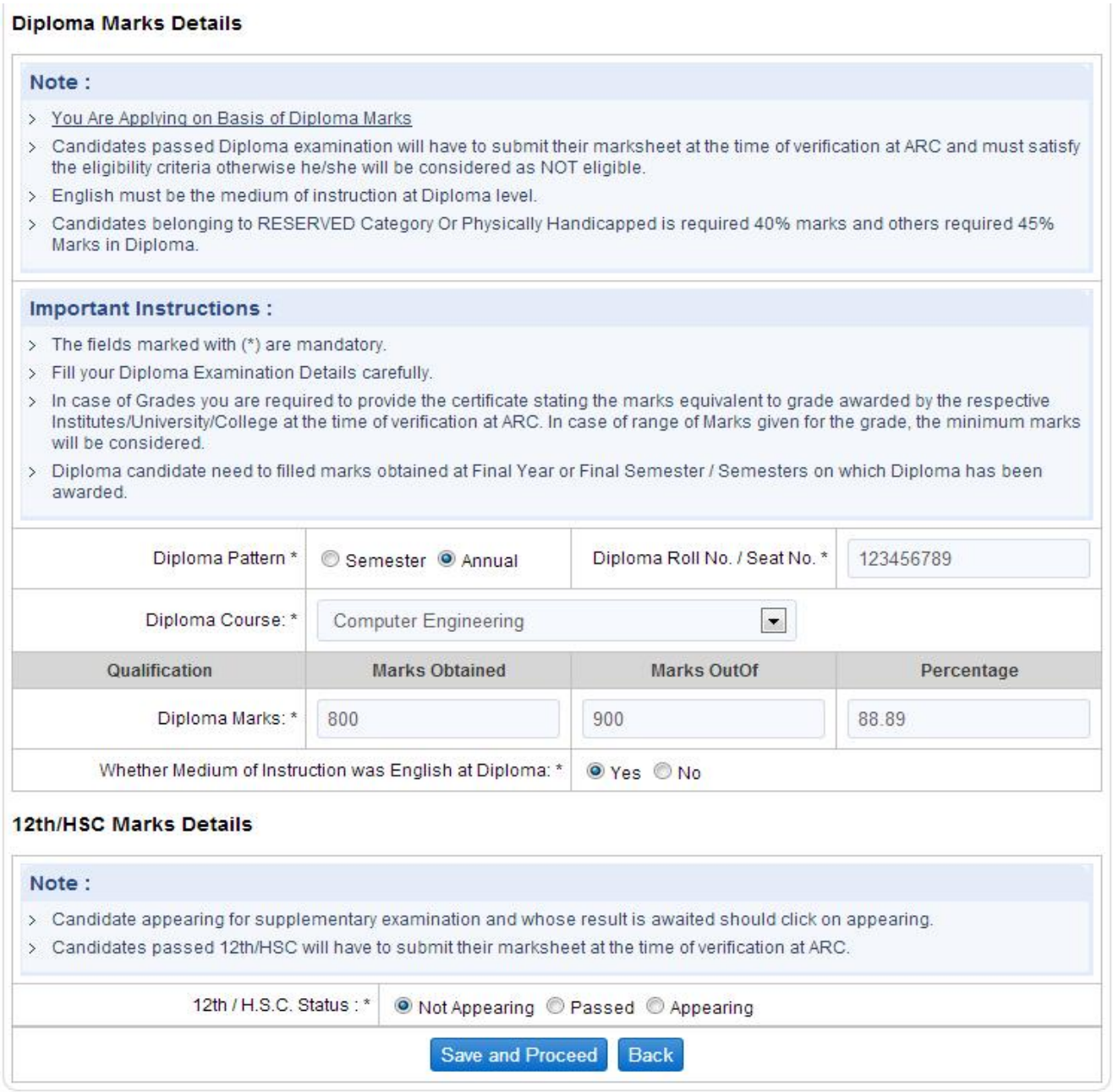
Save and Proceed | Back

QUALIFICATION DETAILS

1. According to the qualifying examination either Diploma or B.Sc., you have to enter the qualification marks on this page.
2. SSC Aggregate Marks, SSC Mathematics & SSC Science Marks are compulsory all types of candidates.


Success! Details Are Saved.
Qualification Details
Note :
The fields marked with (*) are mandatory.
10th/SSC Marks Details
Important Instructions :
Fill your 10th/SSC Details carefully.
Candidates passed 10th/SSC examination will have to submit their marksheet at the time of verification at ARC.
In case of Grades you are required to provide the certificate stating the marks equivalent to grade awarded by the respective Institutes/University/College at the time of verification at ARC. In case of range of Marks given for the grade, the minimum marks will be considered.
Qualification
Marks Obtained
Marks OutOf
Percentage
SSC Aggregate: *
550
750
73.33
SSC Mathematics: *
120
150
80.00
SSC Science: *
135
150
90.00

3. Enter the qualifying exam details. For. Eg Diploma marks details as shown in image below.
4. If you have passed B.Sc., then enter B.Sc. marks details.



Diploma Marks Details

Note :

- You Are Applying on Basis of Diploma Marks
- Candidates passed Diploma examination will have to submit their marksheet at the time of verification at ARC and must satisfy the eligibility criteria otherwise he/she will be considered as NOT eligible.
- English must be the medium of instruction at Diploma level.
- Candidates belonging to RESERVED Category Or Physically Handicapped is required 40% marks and others required 45% Marks in Diploma.

Important Instructions :

- The fields marked with (*) are mandatory.
- Fill your Diploma Examination Details carefully.
- In case of Grades you are required to provide the certificate stating the marks equivalent to grade awarded by the respective Institutes/University/College at the time of verification at ARC. In case of range of Marks given for the grade, the minimum marks will be considered.
- Diploma candidate need to filled marks obtained at Final Year or Final Semester / Semesters on which Diploma has been awarded.

Diploma Pattern *	Semester Annual	Diploma Roll No. / Seat No. *	123456789
Diploma Course: *	Computer Engineering		

Qualification	Marks Obtained	Marks OutOf	Percentage
Diploma Marks: *	800	900	88.89

Whether Medium of Instruction was English at Diploma: * Yes No

12th/HSC Marks Details

Note :

- Candidate appearing for supplementary examination and whose result is awaited should click on appearing.
- Candidates passed 12th/HSC will have to submit their marksheet at the time of verification at ARC.

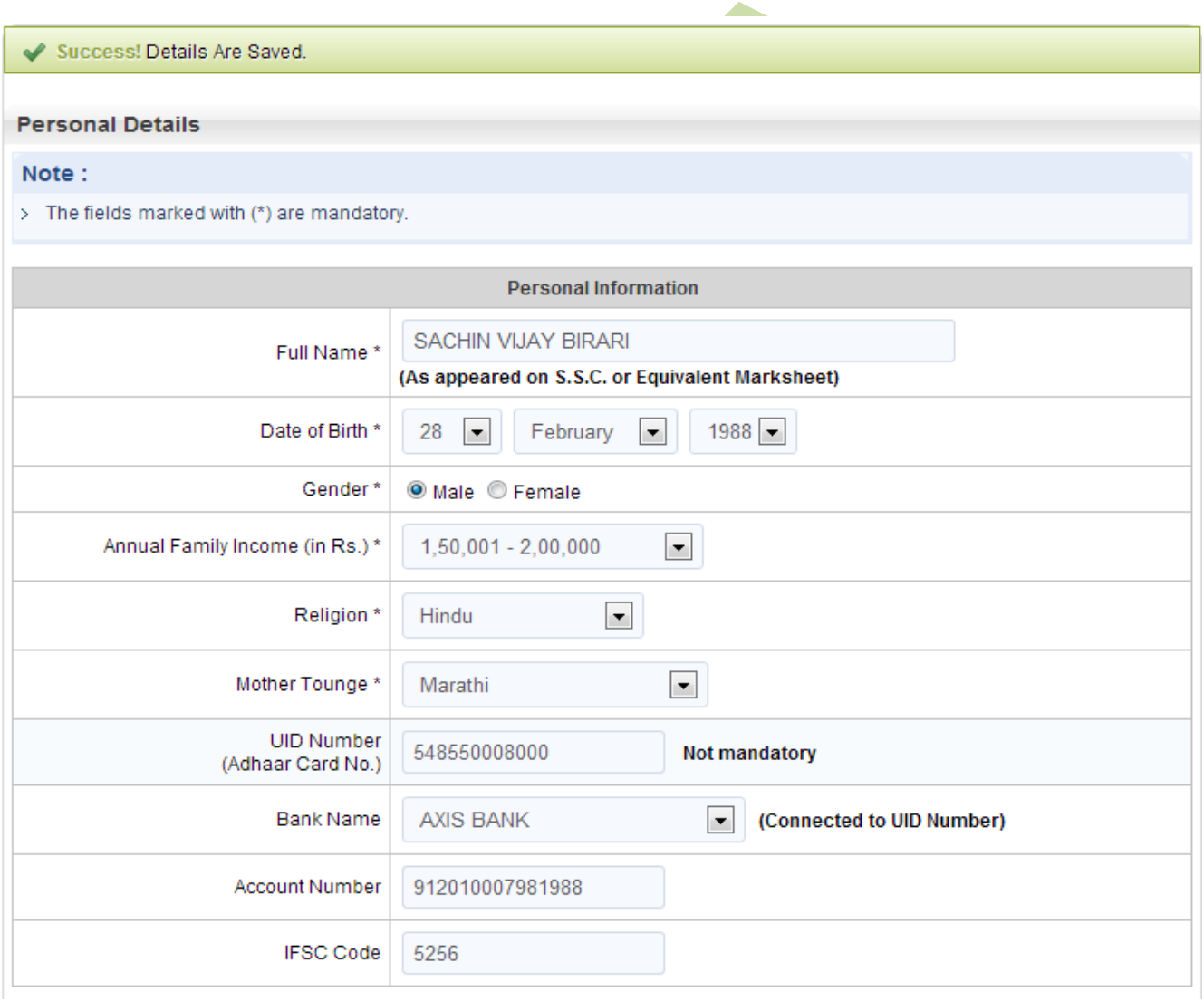
12th / H.S.C. Status : * Not Appearing Passed Appearing

Save and Proceed Back

5. If you have passed 12th select passed option in 12th/HSC Marks Details and enter the 12th marks.
6. If you are appearing select appearing and if not appearing or not completed 12th, Select Not Appearing option.
7. Once all the marks are filled press save & proceed button.

PERSONAL DETAILS

1. On this page enter your personal details like full name, date of birth, gender, annual family income, religion, mother tongue.
2. If you belong to EBC category then you can apply for it and you will have to produce the income certificate at ARC verification.
3. Enter the UID number, Bank name, Account number, IFSC Code but these fields are not mandatory.



4. Enter the correspondence address, state, district.
5. Enter pin code for correspondence address.
6. If correspondence address is same as permanent address select Same As Correspondence check box else select no and enter the permanent address.
7. Enter mobile number, phone numbers and email address.

Correspondence Address		Permanent Address	
Address *	3, Mahapalika Marg, Elphinstone Technical Highschool, Mumbai - 400 001.	Address *	3, Mahapalika Marg, Elphinstone Technical Highschool, Mumbai - 400 001.
State *	Maharashtra	State *	Maharashtra
District *	Mumbai City	District *	Mumbai City
PIN *	400001	PIN *	400001

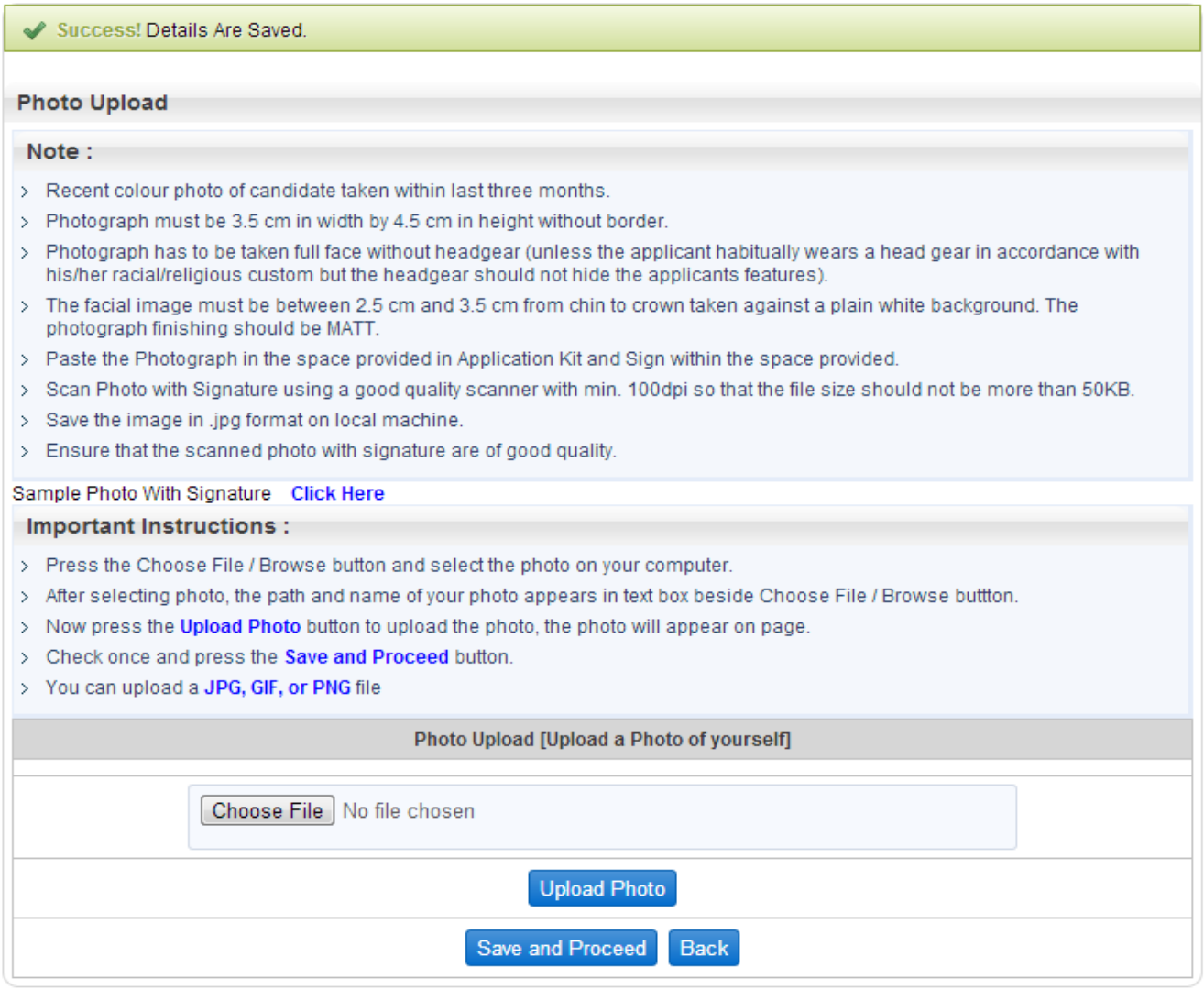
☑ Same As Correspondence

Contact Details	
Mobile No *	9988776655
Telephone No 1	022 - 22626853
E-Mail ID *	dtetest@gmail.com
Telephone No 2	022 - 22626854

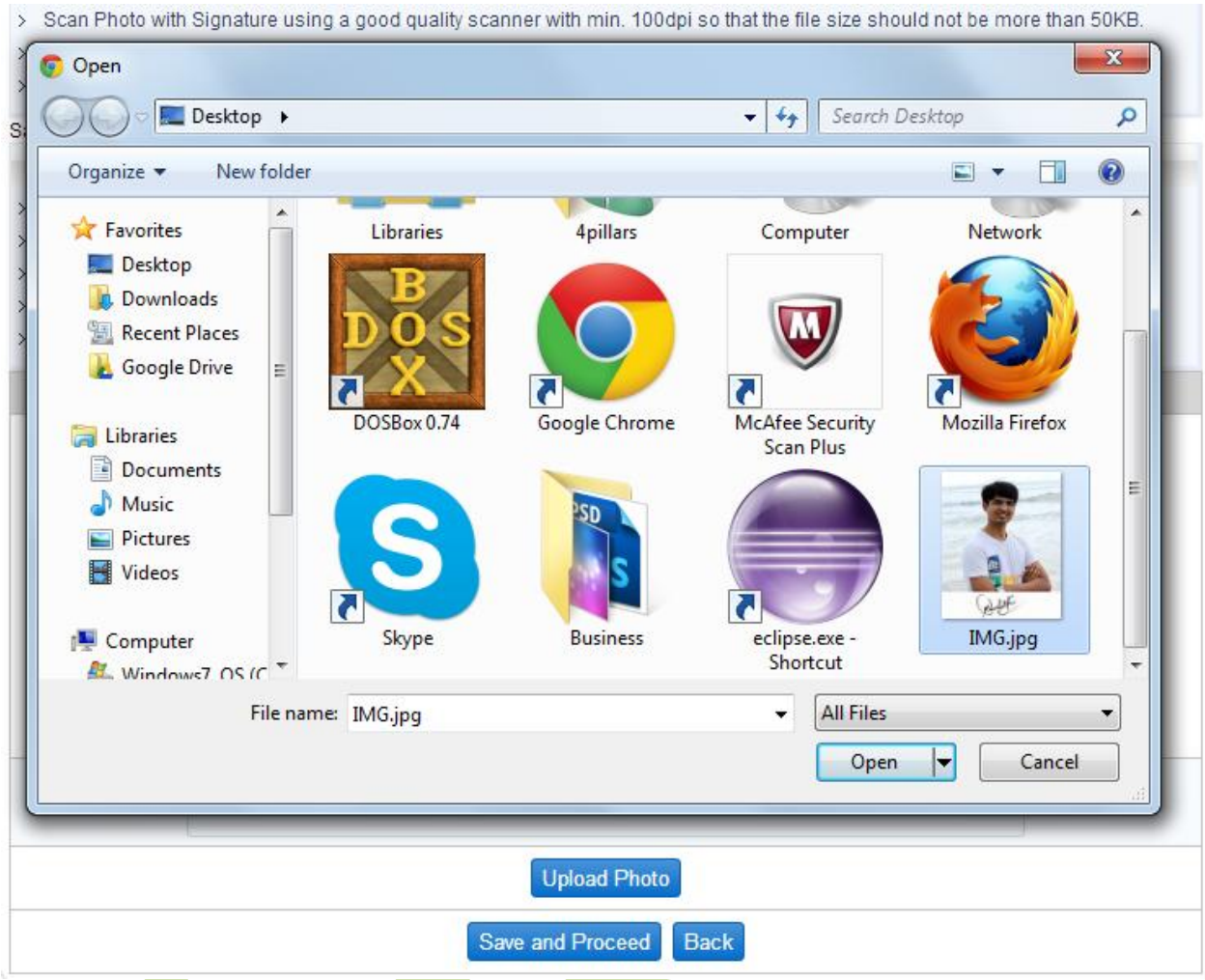
Save and Proceed Back

PHOTO UPLOAD

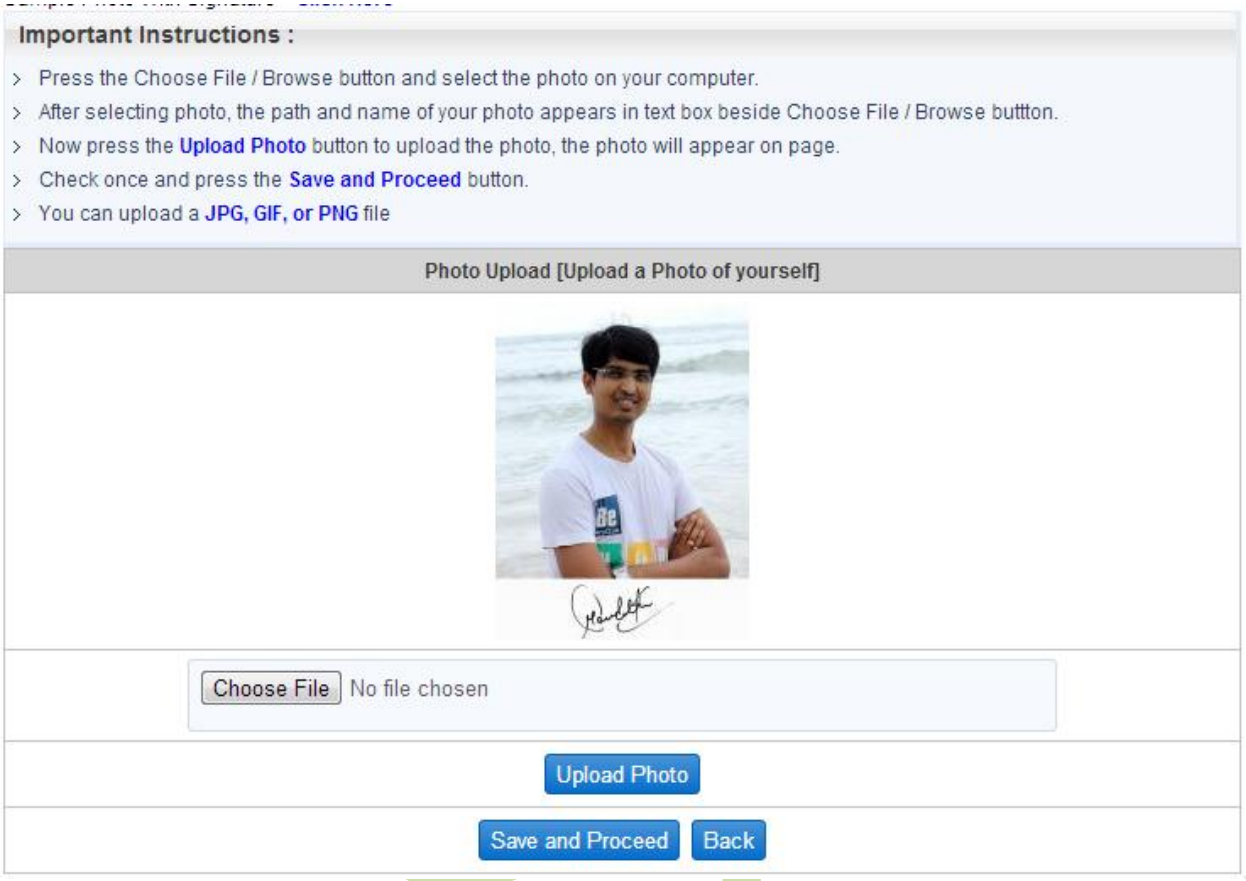
1. All the instructions to upload the photo with signature are given in the Note and Important Instructions.


Success! Details Are Saved.
Photo Upload
Note :
Recent colour photo of candidate taken within last three months.
Photograph must be 3.5 cm in width by 4.5 cm in height without border.
Photograph has to be taken full face without headgear (unless the applicant habitually wears a head gear in accordance with his/her racial/religious custom but the headgear should not hide the applicants features).
The facial image must be between 2.5 cm and 3.5 cm from chin to crown taken against a plain white background. The photograph finishing should be MATT.
Paste the Photograph in the space provided in Application Kit and Sign within the space provided.
Scan Photo with Signature using a good quality scanner with min. 100dpi so that the file size should not be more than 50KB.
Save the image in .jpg format on local machine.
Ensure that the scanned photo with signature are of good quality.
Sample Photo With Signature Click Here
Important Instructions :
Press the Choose File / Browse button and select the photo on your computer.
After selecting photo, the path and name of your photo appears in text box beside Choose File / Browse buttton.
Now press the Upload Photo button to upload the photo, the photo will appear on page.
Check once and press the Save and Proceed button.
You can upload a JPG, GIF, or PNG file
Photo Upload [Upload a Photo of yourself]
Choose File
No file chosen
Upload Photo
Save and Proceed
Back

2. Press Choose File / Browse button and select the photo on your computer.



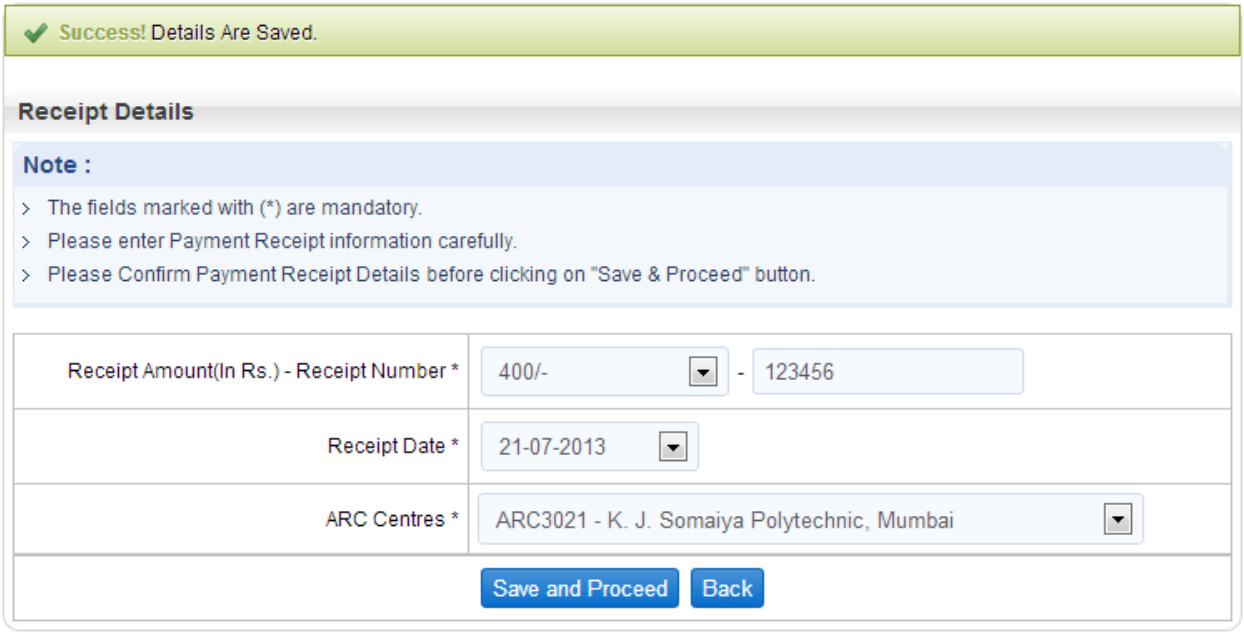
3. After selecting photo, the path and name of your photo appears in text box beside.
4. Press the upload photo button


Important Instructions :
Press the Choose File / Browse button and select the photo on your computer.
After selecting photo, the path and name of your photo appears in text box beside Choose File / Browse buttton.
Now press the Upload Photo button to upload the photo, the photo will appear on page.
Check once and press the Save and Proceed button.
You can upload a JPG, GIF, or PNG file
Photo Upload [Upload a Photo of yourself]
Choose File
No file chosen
Upload Photo
Save and Proceed
Back

5. Press the save and proceed button.

RECEIPT DETAILS

1. Select the receipt amount and enter receipt number
2. Select the receipt date
3. Select the ARC center from where you have purchased the Application Kit.


Success! Details Are Saved.
Receipt Details
Note :
The fields marked with (*) are mandatory.
Please enter Payment Receipt information carefully.
Please Confirm Payment Receipt Details before clicking on "Save & Proceed" button.
Receipt Amount(In Rs.) - Receipt Number *
400/-
123456
Receipt Date *
21-07-2013
ARC Centres *
ARC3021 - K. J. Somaiya Polytechnic, Mumbai
Save and Proceed
Back

PRINTABLE APPLICATION FORM

1. After all the stages are filled, the printable application form is activated.
2. Take the print out of this and visit your ARC for confirmation along with all the required attested documents.

Success! Details Are Saved.

Printable Application Form

Print

DIRECTORATE OF TECHNICAL EDUCATION, MAHARASHTRA STATE, MUMBAI
3, Mahapalika Marg, Elphinstone Technical Highschool Campus, Mumbai - 400001.
Printable Application Form for Admission to Direct Second Year of Four Year Degree Courses in Engineering / Technology for the year 2013 - 2014

Mode of Application : Diploma	Application ID : DSE13100003	Version : 1

Personal Details

Full Name	SACHIN VIJAY BIRARI		
Nationality	Indian		
Gender	Male	**Date of Birth**	28-02-1988
Caste-Category (Sr.No.)	OBC - Shimpi [153]	**Religion**	Hindu
Mother Tongue	Marathi	**Annual Family Income (₹)**	1,50,001 - 2,00,000
PH Type	P1 - (Blindness)		
Defence Type	DEF1 - (Ex servicemen)		
Type of Candidature	Maharashtra State Candidate - Type A		
UID Number	548550008000		
District from which candidate has passed S.S.C.(Std. X)/Equivalent Examination	Mumbai City		
District from which candidate has Passed Diploma	Mumbai City		

Diploma Details

Institute Type	AICTE Approved Autonomous institute in Maharashtra State		
Institute Name	Government Institute of Printing Technology, Mumbai		
English Medium	Yes	**Pattern :**	Annual
Course	Computer Engineering	**Diploma Roll/Seat No.**	123456789

Qualification Details

Examination	Marks Obtained	Out of	Percentage
Diploma Final Year/Semester	800	900	88.89
10th/S.S.C. Aggregate	550	750	73.33
10th/S.S.C. Mathematics	120	150	80.00
10th/S.S.C. Science	135	150	90.00

Application Fee Receipt Details

ARC Code - Receipt No :	- 123456	**Receipt Date :**	21-07-2013	**Amount(₹) :**	400

Sr. No.	List of Documents Required at the time of verification at ARC as per Annexure II of Information Brochure
1	Receipt of Application Processing Fee
2	Proforma I (Submit Original at ARC).
3	Statement of marks obtained at 10th/SSC or its Equivalent Examination
4	Statement of marks obtained at the Diploma Examination for each attempt in Final Year/Semesters.
5	School Leaving Certificate after passing Qualifying Examination.
6	The School Leaving Certificate indicating the Nationality of the Candidate as 'Indian' Or The Place Of Birth In India.
7	Domicile Certificate of Candidate indicating that he/she is Domiciled in the State of Maharashtra
8	Caste Certificate stating that the caste is recognised under backward class category in Maharashtra
9	Caste / Tribe Validity Certificate issued by Caste / Tribe Certificate Scrutiny Committee
10	Non-Creamy Layer Certificate valid upto 31st March 2014
11	Certificate in Proforma F (For Physically Handicap Candidates)
12	Equivalence Certificate from MSBTE, Mumbai
13	Defence Service Certificate Proforma - C

Declaration

I have read all the rules of admission and on understanding these Rules, I have filled this Application Form for consideration of submission of Application Form at ARC for the admission to Direct Second Year of Four Year Degree Courses in Engineering / Technology for the academic Year 2013 - 2014. The information given by me in this application and in Proforma-I is true to the best of my knowledge & belief. If at later stage, it is found that I have furnished wrong information and/or submitted false certificate(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subject to legal and/or penal action as per the provisions of the law.

Date : 19-07-2013

Place :

Signature of the Candidate
(SACHIN VIJAY BIRARI)

Last modified by :

Printed By : DSE13100003

Last modified on : 19-07-2013 10:15:28 AM

Printed On : 19-07-2013 10:15:28 AM

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SYSTEM REQUIREMENTS

Enabling JavaScript on Your Browser

To allow all Web sites in the Internet zone to run scripts, use the steps that apply to your browser:

I. **Windows Internet Explorer** (All versions except Pocket Internet Explorer):
1. On the Tools menu, click Internet Options, and then click the Security tab.
2. Click the Internet zone.
3. If you do not have to customize your Internet security settings, click Default Level. Then do step 4.
4. If you have to customize your Internet security settings, follow these steps:
   - Click Custom Level.
   - In the Security Settings – Internet Zone dialog box, click Enable for Active Scripting in the Scripting section.
5. Click the Back button to return to the previous page, and then click the Refresh button to run scripts.

II. **Mozilla Corporation's Firefox**
1. On the Tools menu, click Options.
2. On the Content tab, click to select the Enable JavaScript check box.
3. Click the Go back one page button to return to the previous page, and then click the Reload current page button to run scripts.

III. **Google Corporation's Chrome**
1. Go to Tools Menu
2. Click On Option
3. Click on Under Hood Tab
4. Click on Content Setting
5. Go to JavaScript tab
6. Select "Allow all sites to run JavaScript" Radio box

IV. **Opera Software's Opera**
1. On the Tools menu, click Preferences.
2. On the Advanced tab, click Content.
3. Click to select the Enable JavaScript check box, and then click OK.
4. Click the Back button to return to the previous page, and then click the Reload button to run scripts.

V. **Netscape browsers**
1. Select Edit, Preferences, Advanced.
2. Click to select Enable JavaScript option.

For Best Results Viewing the Website

- For best results viewing the website, please use Mozilla Firefox. If you don't have installed it, please use the link below to download it and then install it.
  http://www.mozilla.org/en-US/firefox/fx/

With Best Regards,

DTE Mumbai.

DSE